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PROGRAM OPERATIONS MANUAL SYSTEM
Part 01 - Records Maintenance
Chapter 004 - SSN Applications - Four-Phase Data Entry
Subchapter 50 - Output Enumeration Jobs

New Material	No. of Pages	Discard	No. of Pages
Table of Contents (RM 00450.000-RM 00450-032)..	1	Table of Contents (RM 00450.006-RM 00450.030)....	1
RM 00450.010B-RM 00450.032B....	11	RM 00450.006-RM 00450.030 (Cont.)	8

Background

RM 00401.000ff. through RM 00499.000ff. has been rewritten and reorganized to make the instructions clearer and easier to use. This BASIC revises RM 00450.000. A conversion chart is included showing the former POMS sections and the corresponding new sections.

This BASIC makes no policy changes.

Effective Date: Upon Receipt

G

U.S. Department of Health and Human Services
Social Security Administration
Office of Policy
SSA Pub. No. 68-0100450
I.C.N. 998678

Selective Distribution
E20/OCRO

To adjust quantity requirements, submit form SSA-1296, "Request for Address or Distribution Change."

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POMS

PROGRAM OPERATIONS MANUAL SYSTEM

Part 01

Records Maintenance

CHAPTER 004

SSN Applications - Four-Phase Data Entry

SUBCHAPTER 50

Output Enumeration Jobs

U.S. Department of
Health and Human Services
Social Security Administration
Office of Policy
SSA Pub. No. 68-0100450
I.C.N. 998678

Check List of POMS Transmittals Received

TN	Date	Initial	TN	Date	Initial	TN	Date	Initial	TN	Date	Initial
1.			37.			73.			109.		
2.			38.			74.			110.		
3.			39.			75.			111.		
4.			40.			76.			112.		
5.			41.			77.			113.		
6.			42.			78.			114.		
7.			43.			79.			115.		
8.			44.			80.			116.		
9.			45.			81.			117.		
10.			46.			82.			118.		
11.			47.			83.			119.		
12.			48.			84.			120.		
13.			49.			85.			121.		
14.			50.			86.			122.		
15.			51.			87.			123.		
16.			52.			88.			124.		
17.			53.			89.			125.		
18.			54.			90.			126.		
19.			55.			91.			127.		
20.			56.			92.			128.		
21.			57.			93.			129.		
22.			58.			94.			130.		
23.			59.			95.			131.		
24.			60.			96.			132.		
25.			61.			97.			133.		
26.			62.			98.			134.		
27.			63.			99.			135.		
28.			64.			100.			136.		
29.			65.			101.			137.		
30.			66.			102.			138.		
31.			67.			103.			139.		
32.			68.			104.			140.		
33.			69.			105.			141.		
34.			70.			106.			142.		
35.			71.			107.			143.		
36.			72.			108.			144.		

Check List of POMS Transmittals Received

TN	Date	Initial	TN	Date	Initial	TN	Date	Initial	TN	Date	Initial
145.			181.			217.			253.		
146.			182.			218.			254.		
147.			183.			219.			255.		
148.			184.			220.			256.		
149.			185.			221.			257.		
150.			186.			222.			258.		
151.			187.			223.			259.		
152.			188.			224.			260.		
153.			189.			225.			261.		
154.			190.			226.			262.		
155.			191.			227.			263.		
156.			192.			228.			264.		
157.			193.			229.			265.		
158.			194.			230.			266.		
159.			195.			231.			267.		
160.			196.			232.			268.		
161.			197.			233.			269.		
162.			198.			234.			270.		
163.			199.			235.			271.		
164.			200.			236.			272.		
165.			201.			237.			273.		
166.			202.			238.			274.		
167.			203.			239.			275.		
168.			204.			240.			276.		
169.			205.			241.			277.		
170.			206.			242.			278.		
171.			207.			243.			279.		
172.			208.			244.			280.		
173.			209.			245.			281.		
174.			210.			246.			282.		
175.			211.			247.			283.		
176.			212.			248.			284.		
177.			213.			249.			285.		
178.			214.			250.			286.		
179.			215.			251.			287.		
180.			216.			252.			288.		

Chapter 004 - SSN Applications - Four-Phase Data Entry

Subchapter 50 - Output Enumeration Jobs

Old POMS Reference	***New POMS Reference***
00450.006	00450.006
00450.010	00450.010
	00450.013
	00450.014
	00450.015
00450.018	00450.018
	00450.019
	00450.020
00450.024	00450.024
	00450.025
	00450.026
00450.030	00450.030
	00450.031
	00450.032

00450.000 Output Enumeration Jobs

	Section
How to Create ESKARI Output Tapes	00450.006
How to Output ESWAFNE Tapes from Four-Phase Job MXR Data	00450.010
How to Output ESMULTUP Tapes from Four-Phase Job MXR Data	00450.013
How to Prepare and Write ESMULTUP Trailer Labels for Four-Phase Job MXR	00450.014
How to Prepare and Release Form SSA-3738 (Tape Transmittal) for ESMULTUP Tapes	00450.015
How to Output ESNIPO Tapes from Four-Phase Job NPO Data	00450.018
How to Prepare and Write ESNIPO Trailer Labels for Four-Phase Job NPO	00450.019
How to Prepare and Release Form SSA-3738 (Tape Transmittal) for ESNIPO Tapes	00450.020
How to Output ESINDCAT Tapes from Four-Phase Job DESI	00450.024
How to Prepare and Write ESINDCAT Trailer Labels for Four-Phase Job DESI	00450.025
How to Prepare and Release Form SSA-3738 (Tape Transmittal) for ESINDCAT Tapes	00450.026
How to Process Output for Four-Phase Job PEN	00450.030
How to Prepare and Write Header and Trailer Labels for Four-Phase Job PEN	00450.031
How to Prepare and Release Form SSA-3738 (Tape Transmittal) for Four-Phase Job PEN	00450.032

00450.006 How to Create ESKARI Output Tapes

A. Introduction

This procedure includes instructions for creating an ESKARI output tape from input jobs MSEC, NURGT, NFORC, NSPEC, RGENT, RFORC, RSPEC and RSS5.

B. Operating Procedure

STEP	ACTION
1	Create standard IBM header label records in accordance with standard established practices.
2	Create Date Record (first data record) in accordance with standard established practices.
3	Determine from the control sheet(s) which batches have been completed and execute the command string to write the appropriate records.
4	Create standard IBM trailer label records in accordance with standard established practices.
5	Determine that all desired batches were written to tape and then prepare Form SSA-3738 (Tape Transmittal) in duplicate. Mail original to Enumeration Systems Branch, 2-N-1 Operations Building.
6	Record the date and the tape inventory number on the control sheet for each batch output.
7	Hand carry the tape(s) to the appropriate location to have it transmitted. After successful transmission, file the tape and the copy of the Form SSA-3738 checked "Backup Tape Library" in the tape library.
8	Forward the completed batches of input forms to the Control Unit responsible for maintaining the pending file, per RM 00204.002.
9	After the tape has been successfully transmitted to Woodlawn, execute the command string to purge the header and trailer records, and all the batches written to tape.

00450.010 How to Output ESWAFNE Tapes from Four-Phase Job MXR Data

A. Introduction

This procedure explains how to prepare and write the ESWAFNE header from data keyed in Four-Phase Job MXR.

B. Operating Procedure

STEP	ACTION
1	Mount a blank reel of tape and position it at the load point.
2	Select Mode "E" and key the job name "WAFHD", a comma (,), the digit 1 as the batch number and press the SKIP key.
3	Enter the Wednesday date of the current week (always a future date). The date is composed of a two-position month, two-position day and a two-position year.
4	Select Mode "F" and key the jobname "SUPER", a comma (,), and the batch identifier "MXR". Press the SKIP key twice.
5	Record forward to the first $Tape Write command.

B. Operating Procedure (Cont.)

STEP	ACTION
6	Select Mode "T" and key the appropriate password in response to the message "Type Password". Select "M" from the status option codes which will begin executing the command string.
7	At the appropriately noted $Pause command, copy the record count (R#) from the message line on the screen.

00450.013 How to Output ESMULTUP Tapes from Four-Phase Job MXR Data

A. Introduction

This procedure explains how to prepare and write the ESMULTUP header for data keyed in Job MXR.

B. Operating Procedure

STEP	ACTION
1	Mount a blank reel of tape and position it at the load point.
2	Select Mode "E" and key the jobname "ESMHD", a comma (,), the digit "1" as the batch number and press the SKIP key.
3	Enter the volume serial number from the tape being used to output the records.
4	Enter the current year and Julian date.
5	To create the Date Record, select Mode "E", key the jobname "MXR", a comma (,), a zero (0) for the batch number and press the SKIP key.
6	Select Program Level 3.
7	Enter the volume serial number and the Wednesday date of the current week as requested.
8	Select Mode "F", key the jobname "SUPER", a comma (,), and batch identifier"MXR".
9	Press the SKIP key, enter "#12" and press the SKIP key again. **RESULT**: The screen will now advance to record 12 which is the beginning of the ESMULTUP output command string.
10	Select Mode T and key the appropriate password in response to the message "Type Password". Select "M" from the status option codes which will begin executing the command string.
11	At the appropriately noted $Pause command, copy the record count (R#) from the message line on the screen.
12	Abort from this command string. **REFERENCE**: RM 00450.014 tells you how to prepare and write ESMULTUP trailer labels.

00450.014 How to Prepare and Write ESMULTUP Trailer Labels for Four-PhaseJob MXR

A. Introduction

This procedure includes instructions for preparing and writing the trailer labels required in the output command strings and the subsequent purging of data written to tape.

B. Operating Procedure

STEP	ACTION
1	Select Mode "E", key the jobname "ESMTR", a comma (,), and the digit one (1) as the batch number.
2	Enter the volume serial number from the tape being used on request. This must always be the same as the volume serial number entered in the header and date record.
3	Enter the current year and Julian date.
4	Enter the block count as requested.
5	Select Mode "F" and key the jobname "SUPER", a comma (,) and the batch identifier "MXR".
6	Press the SKIP key, enter "#21" and then press the SKIP key again. **RESULT**: The screen will advance to record 21 which is the command to write the ESMULTUP trailer record.
7	Select Mode "T" and the appropriate password in response to the message "Type Password". Select "M" from the status option codes to continue execution of the command string.
8	At the appropriately noted $ Pause command, prepare the external label. • Enter the file code/subfile identification ESMULTUP. • Enter the reel number. • Enter the record count (MISC. block). • Enter density (1600). • Enter the operator and system ID in the appropriate spaces.
9	Press the space bar to set the DIS (display) flags for all batches written to tape.
10	Remove the reel from the tape drive and remove the write ring from the reel.
11	Duplicate the ESMULTUP tape.
12	After the tape has been successfully copied, execute the following command string to purge the batches written to tape. • Select Mode "F". • Key the jobname "SUPER" and a comma (,). • Key batch identifier "PRGMXR". • Press the SKIP key twice.
13	To execute the purge command string • Select Mode "T". • Key the appropriate password in response to the "Type Password" message. • Select status option code "M".

When the $ END command is encountered, the purge command string has been completed.

00450.015 How to Prepare and Release Form SSA-3738 (Tape Transmittal) for ESMULTUP Tapes

A. Introduction

This procedure gives instructions for completion of the FormSSA-3738 (Tape Transmittal) for ESMULTUP tapes created from Four-Phase Job MXR input. Forms SSA-3738 must be prepared in triplicate.

B. Operating Procedure

STEP	*ACTION*
1	Check your branch designation in the "From" portion of the form.
2	Enter "ESMULTUP" in the box titled "File Name".
3	Enter the tape inventory control number from the tape being released for transmission and from the tape being retained as a back-up tape into the appropriately labeled boxes.
4	Enter the system number, supervisor's initials and the current date in the appropriately labeled boxes in the middle portion of the form.
5	List all batch numbers written to the output tape in the designated portion of the form.
6	Send the original form to : Enumeration Systems Branch 2-N-1 Operations Building Woodlawn
7	File one of the copies of the Form SSA-3738 with the back-up tape and release the tape transmittal and tape to the Back-Up Tape Library. (Retain back-uptapes for 60 days and then return to stock.)
8	Forward the other copy of the Form SSA-3738 and the ESMULTUP tape for wire transmission.

00450.018 How to Output ESNIPO Tapes from Four-Phase Job NPO Data

A. Introduction

This procedure explains how to prepare and write the ESNIPO header for data keyed in Four-Phase Job NPO.

B. Operating Procedure

STEP	*ACTION*
1	Mount a blank reel of tape and position it at the load point.
2	Select Mode "E" and key the jobname "HDRFND", a comma (,), "NPO" as the batch number, and depress the SKIP key.
3	Enter the six-digit volume serial number from the tape being used to output Job NPO batches.
4	Enter the current year and Julian date.
5	To create the Date Record, select Mode "E", key the jobname "NPO", a comma (,), a zero (0) for the batch number and press the SKIP key.
6	Select Program Level 3.
7	Enter the current six-digit calendar date as requested.

B. Operating Procedure (Cont.)

STEP	ACTION
8	Select Mode "F", key the jobname "SUPER", a comma (,), and batch identifier "RFTNPO" and press the SKIP key twice.
9	Record forward to the first "$ Tape Write" command.
10	Select Mode "T" and key the appropriate password in response to the message "Type Password". Select "M" from the status option codes which will begin executing the command string.
11	At the appropriately noted "$ Pause" command, copy the block count from the message line on the screen.
12	Abort from this command string.

REFERENCE: RM 00450.019 tells you how to prepare and write ESNIPO trailer labels.

00450.019 How to Prepare and Write ESNIPO Trailer Labels for Four-Phase Job NPO

A. Introduction

This procedure includes instructions for preparing and writing the ESNIPO trailer labels required in the output command strings and the subsequent purging of the data written to tape.

B. Operating Procedure

STEP	ACTION
1	Select Mode "E", key the jobname "TRLFND", a comma (,), batch number "NPO" and press the SKIP key.
2	Enter the six-digit volume serial number from the tape being used. This must always be the same as the volume serial number entered in the header and date record.
3	Enter the current year and Julian date.
4	Enter the block count and press the left zero key.
5	Select Mode "E" and enter the jobname 'SUPER', a comma (,), and the batch identifier "NPO".
6	Record Back to the "$ Tape Write" command for the trailer record.
7	Select Mode "T" and enter the appropriate password in response to the message "Type Password". Select "M" as the status option code to continue execution of the command string.
8	At the appropriately noted $ Pause command, prepare the external label. • Enter the file code/subfile identification ESNIPO. • Enter the reel number. • Enter the record count. • Enter density (1600). • Enter the operator and system ID in the appropriate spaces.
9	Press the space bar to set the DIS (display) flags for all batches written to tape.After you have determined that all desired batches have been written to tape, place the external label you just completed on the tape reel.
10	Remove the reel from the tape drive and remove the write ring from the reel.

B. Operating Procedure (Cont.)

STEP	ACTION
11	Execute the following command string to purge the batches written to tape. • Select Mode "F". • Key the jobname "SUPER" and a comma (,). • Key batch identifier "PRGNPO". • Press the SKIP key twice.
12	To execute the purge command string • Select Mode "T". • Key the appropriate password in response to the "Type Password" message. • Select status option code "M". **RESULT**: You have just purged all batches in Job NPO that contain a WWR flag, the records in HDRFND, NPO and the records in TRLFND, NPO. When the "$ End" command is encountered, the purge command string has been completed.

00450.020 How to Prepare and Release Form SSA-3738 (Tape Transmittal) for ESNIPO Tapes

A. Introduction

This procedure gives instructions for completion of the Form SSA-3738 (Tape Transmittal) for ESNIPO tapes created from Four-Phase Job NPO input. Forms SSA-3738 must be prepared in duplicate.

B. Operating Procedure

STEP	ACTION
1	Check your branch designation in the "From" portion of the form.
2	Enter "ESNIPO" in the box titled "File Name".
3	Enter the tape inventory control number from the tape being released for transmission into the appropriately labeled boxes.
4	Enter the system number, supervisor's initials and the current date in the appropriately labeled boxes in the middle portion of the form.
5	Enter the total number of blocks written to the output tape in the designated portion of the form.
6	Send the original form to: Enumeration Systems Branch, 2-N-1, Operations Building Woodlawn
7	Forward the ESNIPO tape for wire transmission.
8	File the other copy of the Form SSA-3738 in the tape library after transmission.(Retain the tape for 30 days and then return to stock.)

00450.024 How to Output ESINDCAT Tapes from Four-Phase Job DESI

A. Introduction

This procedure explains how to prepare and write the ESINDCAT header for data keyed in Four-Phase Job DESI.

B. Operating Procedure

STEP	ACTION
1	Mount a blank reel of tape and position it at the load point.

B. Operating Procedure (Cont.)

STEP	ACTION
2	Select Mode "E" and key the jobname "ESIHD", a comma (,), the digit 1 as the batch number, and press the SKIP key.
3	Enter the volume serial number from the tape being used to output the records.
4	Enter the two-digit current year and the Julian date.
5	Select Mode "E". key jobname "DESI", a comma (,), and press the SKIP key.
6	Select Program Level 3 and enter the volume serial number.
7	Select Mode "F", key the jobname "SUPER", a comma (,), the batch identifier "DESI", and press the SKIP key twice.
8	Record forward to the first $ Tape Write command (record 3).
9	Select Mode "T", key the appropriate password in response to the message "Type Password". Select "M" from the status option codes which will begin executing the command string.
10	At the appropriately noted $ Pause command, copy the record count and block count from the message line on the screen.
11	Abort from this command string.
	REFERENCE: RM 00450.025 tells you how to prepare and write ESINDCAT trailer labels.

00450.025 How to Prepare and Write ESINDCAT Trailer Labels for Four-Phase Job DESI

A. Introduction

This procedure includes instructions for preparing and writing the ESINDCAT trailer labels required in the output command string and the subsequent purging of the data written to tape.

B. Operating Procedure

STEP	ACTION
1	Select Mode "E", key the jobname "ESITR", a comma (,), the digit 1 as the batch number, and press the SKIP key.
2	Enter the six-digit volume serial number from the tape being used. This must always be the same as the volume serial number entered in the header.
3	Enter the two-digit current year and Julian date and block count.
4	Select Mode "E". key jobname "SUPER", a comma (,), and the batch identifier "DESI".
5	Record back to the $Tape Write command for the trailer record.
6	Select Mode "T" and enter the appropriate password in response to the message "Type Password". Select "M" as the status option code to continue the execution of the command string.

B. Operating Procedure (Cont.)

STEP	ACTION
7	At the appropriately noted $ Pause command, prepare the external label. • Enter the file code/subfile identification ESINDCAT. • Enter the reel number. • Enter the record count. • Enter density (1600). • Enter the operator and system ID in the appropriate spaces.
8	Press the space bar to set the DIS (display) flags for all batches written to tape.
9	Were the WWR flags set for all of the desired batches written to tape? • If **yes**, go to step 10. • If **no**, clear the WWR flag for a batch in accordance with established practices.
10	Place the external label you just completed on the tape reel.
11	Remove the reel from the tape drive and remove the write ring from the reel.
12	Execute the following command string to purge the batches written to tape. • Select Mode "F". • Key the jobname "SUPER" and a comma (,). • Key the batch identifier "PRDESI". • Press the SKIP key twice.
13	To execute the purge command string • Select Mode "T". • Key the appropriate password in response to the "Type Password" message. • Select status option "M". **REMINDER**: Purge the header, trailer, and all batches written to the tape to the NCC.

RESULT: You have just purged all batches in Job DESI that contain a WWR flag, the records in ESIHD, DESI and the records in ESITR, DESI. When the "$ END" command is encountered, the purge command string has been completed.

00450.026 How to Prepare and Release Form SSA-3738 (Tape Transmittal) for ESINDCAT Tapes

A. Introduction

This procedure gives instructions for completion of the Form SSA-3738 (Tape Transmittal) for ESINDCAT tapes created from Four-Phase Job DESI input. Forms SSA-3738 must be prepared in duplicate.

B. Operating Procedure

STEP	ACTION
1	Check the following addresses in the "To" portion of the form: • Enumeration Systems Branch • Backup Tape Library • DPB Control
2	Check your branch designation in the "From" portion of the form.
3	Enter "ESINDCAT" in the box titled "File Name".
4	Enter the tape inventory control number from the tape being released for transmission into the appropriately labeled boxes.
5	Enter the system number, supervisor's initials and the current date in the appropriately labeled boxes in the middle portion of the form.
6	Enter the total number of records, blocks, and batches written to the output tape in the designated portion of the form.
7	Send the original form to : Enumeration Systems Branch 2-N-1 Operations Building Woodlawn
8	Forward one copy of the form to the DPB Control Desk.
9	Forward the ESINDCAT tape for wire transmission.
10	File the other copy of the Form SSA-3738 in the tape library after transmission.(Retain the tape for 30 days and then return to stock.)

00450.030 How to Process Output for Four-Phase Job PEN

A. Introduction

The command string to reformat and output batches of the Job "PEN" have been entered in job SUPER, batch "PEN."

B. Operating Procedure

This is the procedure for preparing and writing the header label.

STEP	ACTION
1	Select mode "E" and key the jobname "PENHDR," a comma(,), the digit one (1) as the batch number, and then depress the SKIP key. After the system generates certain data, the header label has now been created. **NOTE**: If anything other than the digit one (1) is keyed as the batch number, the header label cannot be written to tape.
2	Select Mode "F" and key the jobname "SUPER," a comma (,), and the batch identifier "PEN." Depress the SKIP key twice.
3	Record forward to the first $Tape Write command.
4	Select Mode "T" and key the appropriate password in response to the message"Type Password." Select "M" from the status option codes, which will begin executing the command string.
5	At the appropriately noted $Pause command, copy the record count from the message line on the screen.

00450.031 How to Prepare and Write Header and Trailer Labels for Four-PhaseJob PEN

A. Introduction

This procedure includes instructions for preparing and writing the header and trailer labels required in the output command strings and the subsequent purging of the data written to tape.

B. Operating Procedure

STEP	*ACTION*
1	Verify that the command string to reformat and output batches of job "PEN" have been entered in the job "SUPER".
2	Determine from the control sheet when a sufficient number of batches have been completed.
3.	Select mode "E" and key the jobname "PENHDR," a comma(,), and the digit one (1) as the batch number. Then depress the SKIP key. **NOTE**: If anything other than one (1) is keyed as the batch number, the header label cannot be written to tape. (The following data is automatically generated in the header: File Name - "VATPREQX", Requester ID = "3XXP", and Reel Number - "001" for he first reel.)
4	Select mode "F" and key the jobname "SUPER," a comma (,), and the batch identifier "PEN." Then depress the SKIP key twice.
5	Record forward to the first $Tape Write command.
6	Select Mode "T" and key the appropriate password in response to the message "Type Password." Select "M" from the status option codes.
7	At the appropriately noted $Pause command, copy the record count from the message line on the screen.
8	Create the trailer record: Select Mode "E," and key the jobname "PENTRL," a comma (,) and batch number "1." Then depress the SKIP key. (An "R" is generated to indicate end-of-reel.)
9	Key the record count and depress the left zero key after keying the count. (The trailer label has now been created.)
10	Select Mode "E" and key the jobname "SUPER," a comma (,), and the batch identifier "PEN."
11	Record back to the $Tape Write command for the trailer record.
12	At the appropriately noted $Pause command, prepare the external label: enter the jobname (VATPREQP), the current date, the reel #, the record count (MISC. block), density (1600) and the operator and system ID in the appropriate spaces on the label.
13	Perform a job status check to determine that all appropriate batches have been written to tape. After it has been determined that all the desired batches were written to tape, place the external label on the tape reel. Remove the reel from the tape drive and remove the write ring from the reel.
14	Have the tape(s) duplicated.

B. Operating Procedure (Cont.)	STEP	ACTION
	15	After the tape(s) has been successfully copied, execute the command string to purge the batches written to tape: Select Mode "F" and key the jobname "SUPER," a comma (,), and the batch identifier "PENPRG." Then, depress the SKIP key twice.
	16	Select Mode "T," and key the appropriate password and select the option code "M"to execute the purge command string. (When the $End command is encountered, the purge command string has been completed.)

00450.032 How to Prepare and Release Form SSA-3738 (Tape Transmittal) for Four-Phase Job PEN

A. Introduction

This procedure gives instructions for completion of the Form SSA-3738 (Tape Transmittal), as well as the release of tapes and return of the input lists.

B. Operating Procedure	STEP	ACTION
	1	Prepare the Form SSA-3738 in triplicate.
	2	Check your branch designation in the "From" portion of the form.
	3	Enter "VATPREQP" in the box titled "File Name."
	4	Enter the tape inventory number in the appropriate spaces from the tape being released for processing and from the tape being retained in-house as a backup tape into the appropriately labeled boxes.
	5	Enter the system number, supervisor's initials and the current date in the appropriately labeled spaces in the middle portion of the form.
	6	List all batch numbers written to the output tape in the designated portion of the form.
	7	Send the original of the form with the input lists to the Records Use and Services Branch.
	8	Check the first copy as the Central Control copy and release it with the original magnetic tape(s) to: Room 271, National Computer Center (NCC), Woodlawn, Maryland, 21235. NOTE: DO NOT ship more than one tape with the same date on the external label.
	9	Check the second copy as the Backup Tape Library copy and release it with the backup tape(s) to the Backup Tape Library. (Backup tapes will be retained for 60 days and then may be returned to stock.)

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